

California Housing Finance Agency

Job Opportunity

Housing Finance Specialist (Single Family) Vacancy #157

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| Salary Range | \$4674-5681 |
| Final File Date | May 30, 2007 |
| Division | Mortgage Insurance Division |
| Specific Location | 14 th & L Streets, Downtown Sacramento |
| Tenure & Time base | Permanent/Full-time |
| Number of Positions | One |
| Questions? | Contact Carol LiVecchi at 916-327-5172 or clivecchi@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922. |
| Who Should Apply | Qualified candidates must have eligibility (by the final file date) for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application. |
| How to Apply | Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify on your application that you are interested in Vacancy #157, Housing Finance Specialist, Mortgage Insurance. |
| Duties | <p>Journey level/technical advisor position in which the incumbent performs complex technical, sensitive and higher level analytical assignments requiring expert judgment and expertise in mortgage insurance risk analysis. Under the minimum direction of the Mortgage Insurance Officer, the incumbent performs the following duties:</p> <p><u>Essential Functions:</u></p> <p>50% Reviews and approves loan submissions for mortgage insurance, and may direct assigned staff in a lead capacity in the overall underwriting of the Mortgage Insurance Services Division underwriting process. Engages in manual, delegated, and automated underwriting. Oversees the integrity of the data entered into the Application Certification System, reviews and recommends for approval the selection of delegated lenders. Monitors the performance of lenders for compliance with underwriting standards required by the Agency in accordance with the Master Policy, Delegated Approval Policy, Underwriting Standards, and Program guidelines. Responds to lender questions regarding underwriting and risk issues. Provides reports to rating agencies, GSEs, service companies, and management.</p> <p>25% Assists in portfolio risk to determine the portfolio's performance by lending source, product type, geographic dispersion and concentration, LTV, FICO score, product mix, reinsurer's parameters, and portfolio risk to capital limitations. Assists in the review of risk parameters in the development of existing and proposed insured programs including calculating the premium for programs, and providing input for published underwriting guidelines for loan programs.</p> <p>10% Coordinates with other Agency departments and assists in providing information and raining on underwriting and other risk issues as well as portfolio performance.</p> <p>10% Maintains expert and working knowledge of Mortgage Insurance Service Division industry standards and practices, and statutes and laws governing the Agency and mortgaging insurance authority.</p> <p><u>Marginal Functions:</u></p> <p>5% Represents the Agency at events. Performs other duties as assigned.</p> |

